The Mauritius Chamber of Commerce

Certificate Of Origin Application System

User Guide

(for Applicants)

This service is managed by:

Mauritius Network Services

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I. INTRODUCTION

MCCI-CO (Mauritius Chamber of Commerce and Industry Certificate of Origin) is a Web-based application, designed for online application and processing of Certificate of Origin required for exporters and importers. The system has been developed to provide simplified, efficient and reliable application, processing and monitoring of the Certificate of Origin required by the government.

This system maintains confidentiality of every information provided by end users. The system will only allow access to authorized end users. End users specified in this manual are the applicants (Exporters and Importers) who are required to secure the Certificate of Origin from the Chamber of Commerce.

This manual provides the necessary instruction and guidelines for operating and using the MCCICO system. Screenshots of the forms, applications and webpages are included in this manual to ensure that end users will have a better understanding and a clear overview of the system design and process.

Conventions Used in This Book
This manual uses certain conventions to distinguish different types of information easily.

Instructions – All step by step instructions are numbered.

Buttons - The buttons mentioned in the document is enclosed within "angle bracket" (e.g. <New>).

Terminology:

Combo Box - A combination text box and list box. It normally displays as a single line item, but can be opened into a list by clicking its arrow.

Command buttons - MCCICO is a web-based system and uses GUI buttons as a form of executing a command or process.

Dialogue Box/ Message Box - It is a window that pops up on the screen with options that the user can select.

Fields - A space allocated for a particular item of information.

Hyperlink - A clickable link in text or graphics on a web page that takes you to another place on the same page, another page or another website.

Menu - List of options available for the end user to access.

Options - a menu of options that appears below the item when the end user clicks on it. This terminology has been used to specify the list of information available in the system which requires end users to select.

Search Criteria – A search that implies sequential scanning of content or indexes in order to find the results rather than a direct lookup.
Tabs - A small flap used for quick access, this can be seen on the Application Forms.

Web browser – This is a computer program which enables the end users to access the Internet.

II. GETTING STARTED

System Requirements

To use this system, one of the following web browsers is required:

- Microsoft Internet Explorer 6 or higher;
- Mozilla Firefox 3 or higher;
- Google Chrome;
- Apple Inc Safari 3.2 (Windows) or higher;

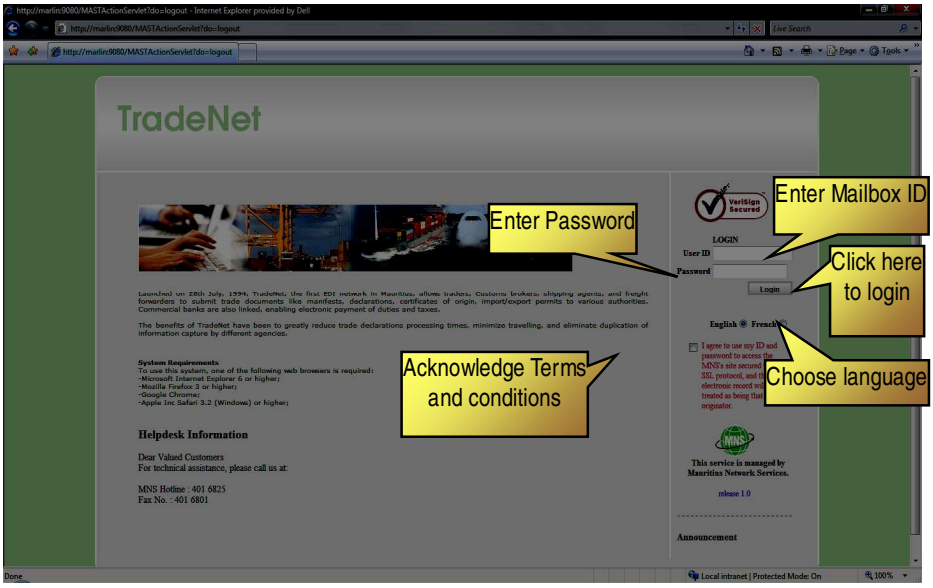
Please Note: The hardware requirements of the PC depends on the web browser that end users are using. End users must refer to their web browser's manuals.

Apart from the web browser, end users will also need a connection to the Internet, preferably a broadband connection.

Finally, end users will need an account with Mauritius Network Services. Please contact the representatives from MNS for further details about setting an account.

Starting and Logging In to the TradeNet System

1.) Launch the internet browser and type the following URL: https://tradenetmns.mu

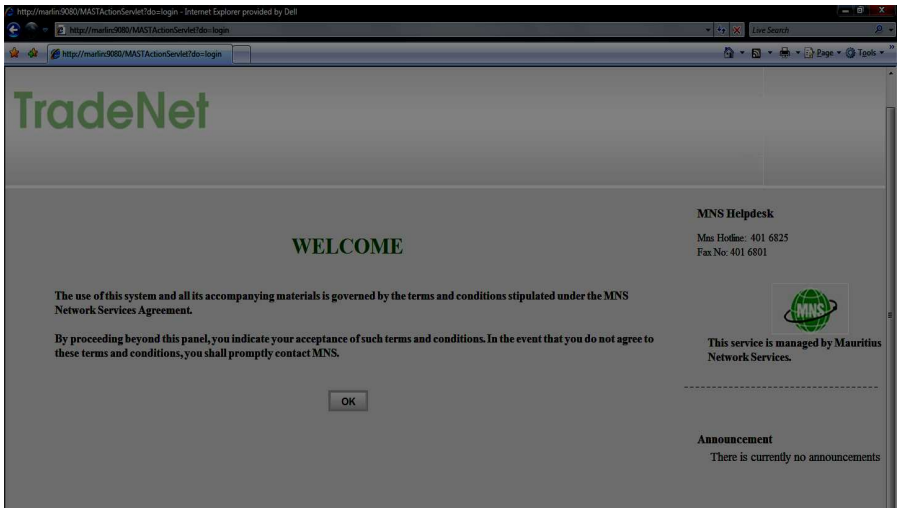


2.) The Trade Net verification page will be displayed *(see figure II-1).*

Figure II-1: Tradenet Verification Screen

3.) Enter user name (mailbox ID) and password (*please note that for security purposes the password entered by the user will be displayed as series of asterisk).*

4.) Choose preferred language.
5.) Tick the box to confirm agreement on the terms and conditions and click on <Log in> button *(see figure II-1).*


TradeNet
WELCOME
The use of this system and all its accompanying materials is governed by the terms and conditions stipulated under the MNS Network Services Agreement.
By proceeding beyond this panel, you indicate your acceptance of such terms and conditions. In the event that you do not agree to these terms and conditions, you shall promptly contact MNS.
OK
MNS Helpdesk
Mns Hotline: 401 6825
Fax No: 401 6801
This service is managed by Mauritius Network Services.
Announcement
There is currently no announcements

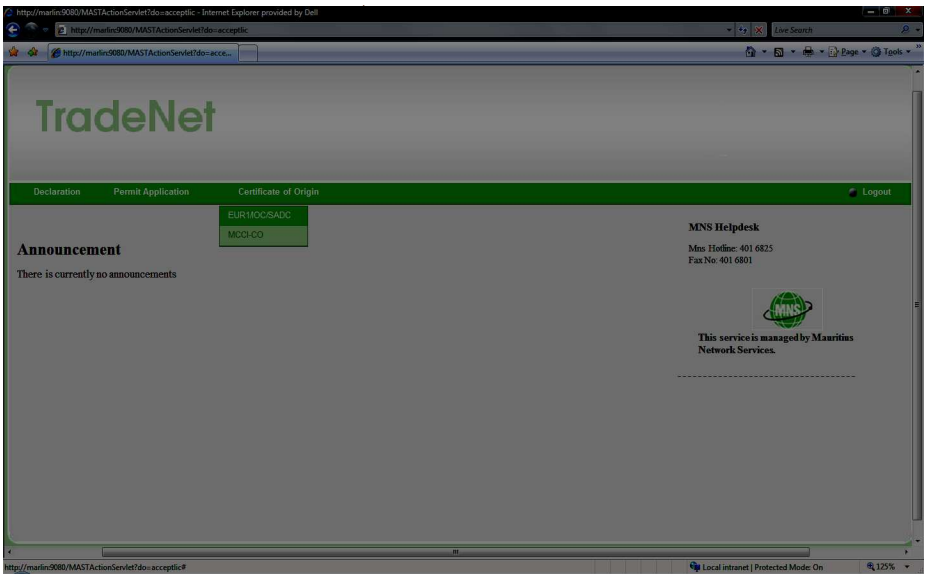
6.) Upon successful log in, the License Screen will be displayed (see figure *II-2).*
Figure II-2: Tradenet License Screen

> ***Please note:*** *By clicking on the "OK" button, end user indicates their acceptance to the terms and conditions stipulated under the MNS agreement. In the event that the end user do not agree to these terms and conditions, they should not proceed with the process anymore and must close the web browser promptly.*

7.) Click <OK> button to proceed to the Trade Net main page.

Accessing the MCCI-CO System

1.) Position the mouse pointer on the menu **Certificate of Origin** to display the list of



applications *(see figure II-3).*
Figure II-3: The TradeNet Main Page
2.) Click on the MCCI-CO application to display the MCCI-CO main page *(see figure II-3).*

Click here to display MCCI-CO Application page

3.) The MCCI-CO main page will be displayed *(see figure II- 4).*

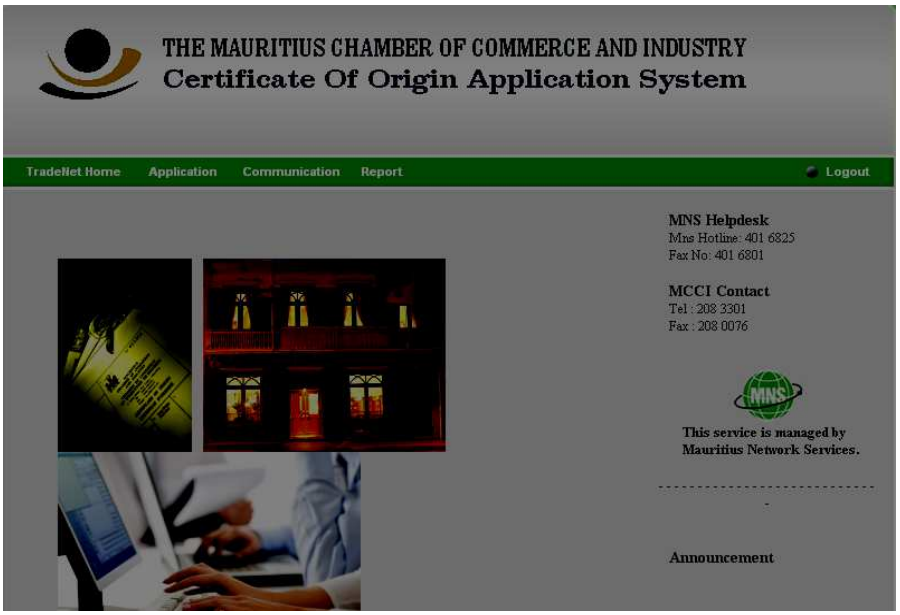


Figure II - 4: MCCI-CO Main Page

4.) To log out from the MCCI-CO system, click on the Log out hyperlink at the right side of the menu bar.

Note:

The system will automatically Log out, if left idle. This has been implemented for security purposes.

III. USING THE MCCI-CO SYSTEM

The main page consist of the menu bar with the following menus:

1. Application Menu

– This menu provides access to end users who needs to: create, view new application form and duplicate applications saved, updated and submitted through the MCCI-CO system.

Figure 1.1 Application Menu

1.1 New Application

– This application allows the end users to access and fill up new form required in securing Certificate of Origin.

1.) To activate the page, position the mouse pointer on the Application menu to display the options. Click on the New application option.

2.) This will display a new application form *(see figure 1.1.1)*.

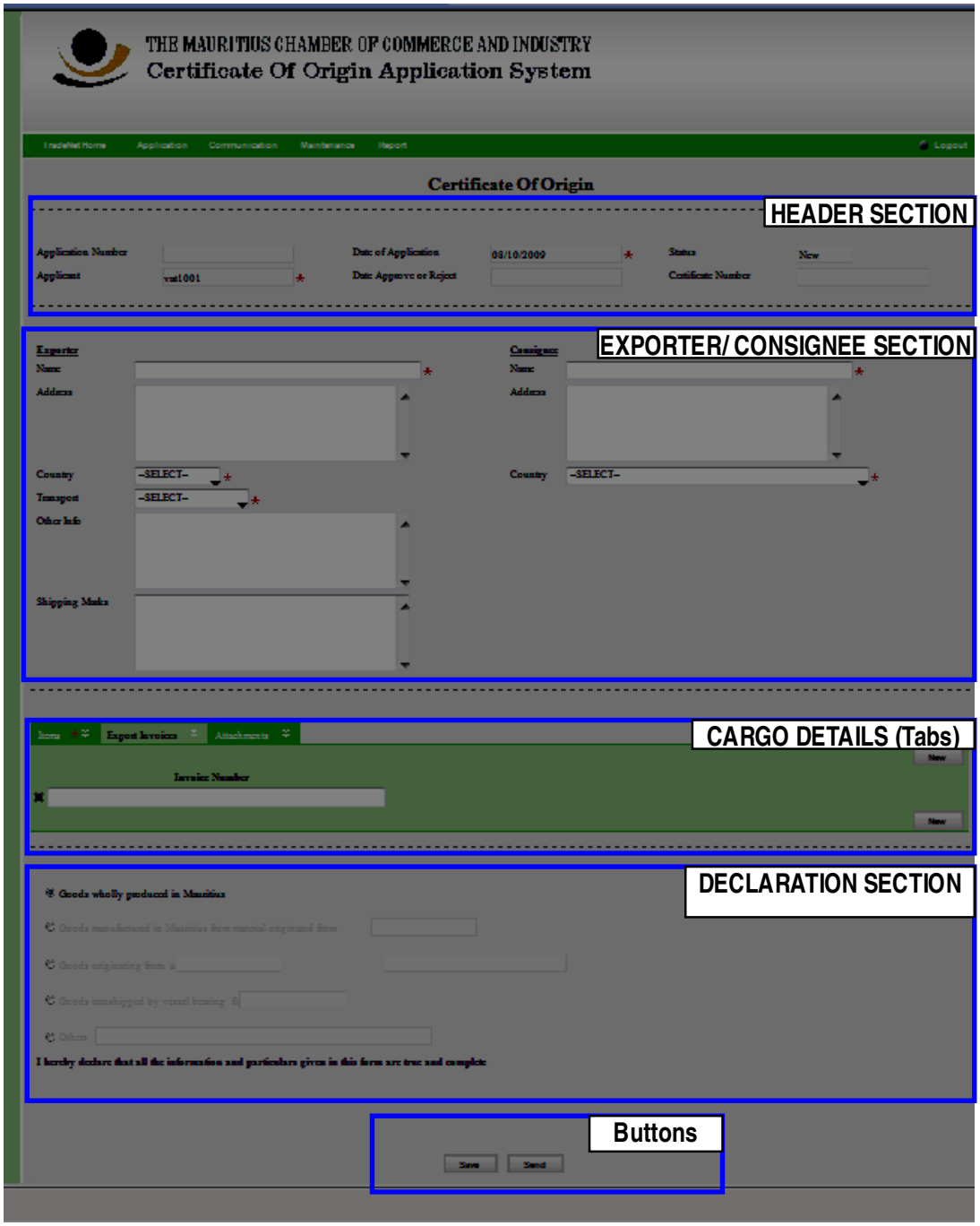


Figure 1.1.1 : New Application Form

Table 1.1.1: New Application Form Specifications – Header Section

Field	Description	Remarks
Application number	This is a system generated information.	
Date of Application	Default value – current date	
Status	Status options: New - N Submitted – S Under Process - U	This is system generated; information.

Field	Description	Remarks
	Approved – A Rejected – R Reset - T	
Applicant	MNS mailbox ID	
Date Approve or Reject	Date approve or reject is allocated by the Chamber of Commerce after validation of the application.	
Certificate Number	This information is allocated by the Chamber of Commerce after validation of the application.	

Table 1.1.2: New Application Form Specifications – Exporter and Consignee Section

Field	Description	Remarks
EXPORTER'S name, address	The exporter's name (*max of 80 characters*), and complete address (*max of 1024 characters).*	*(mandatory)*
Country of origin/destinations	Country code must exist in database.	Click on the dropdown arrow at the right side of the combo box to view the complete list of the countries in the database. Click on the corresponding country of origin/destination to select.
Mode of Transport	Mode of transport options are: - by road - by air - by sea	Click on the dropdown arrow at the right side of the combo box to view the complete list available in the database. Click on the corresponding mode of transport to select.
Other Info	Any remarks may be input for the Consignee or additional information that needs to be declared on the application form (*max of 1024 characters).*	Remarks for the Consignee *(optional)*
Shipping Marks	Any marks or numbers (*max of 1024 characters)*	Marks and numbers *(optional)*
Consignee name and address	The consignee's name (*max of 80 characters)*, and complete address (*max of 1024 characters).*	(*mandatory)*

Table 1.1.3: New Application Form Specifications – Items Tab

Field	Description	Remarks
HS Code (Harmonized System Code)	The HS code for a particular item.	Click on the search icon to retrieve the list (*see figure 1.1.3).* To select, click on the item.
Description	Description of the item.	The system will automatically generate the information in this

Field	Description	Remarks
		field once the user clicks on the appropriate HS Code.
Gross weight/ Net weight	The total Gross Weight or Net Weight of the goods in KG. *(max of 30 characters, must be numeric format)*	End users must provide the information in this fields (*mandatory).*

Other Notes:

1.) To view item details, click on the Items tab.

2.) To insert new item details,click on either of the <New> buttons located at the upper and lower right side of the Items Tab area.

3.) To delete an item, click on this delete icon located at left hand side of the HS Code (*see figure 1.1.2).*

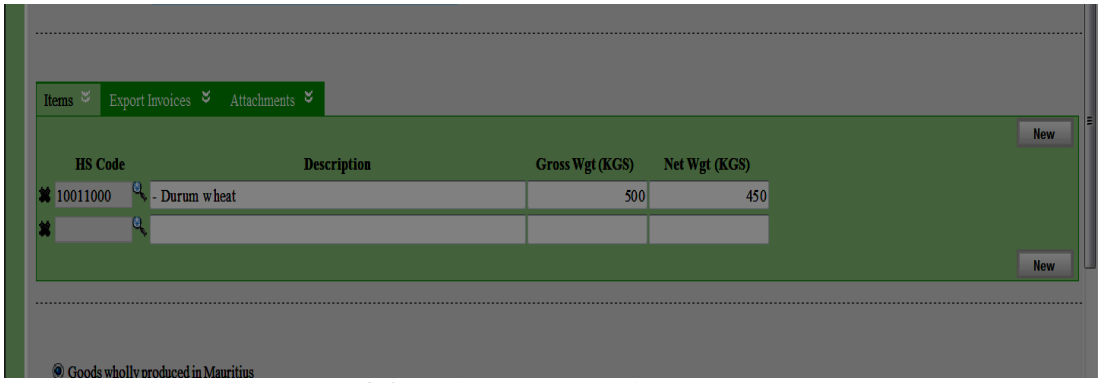


Figure 1.1.2: Items Tab View Form

4.) For the HS code:

- End users can filter the list to be displayed on their screen if they have either the HS code or description of cargo. End users can type the information in the appropriate input box and click on the <Search> button to display list that fully and partially match the search criteria.
- Alternatively, for end users who does not have the HS code or description they can simply click on the <Search> button to display the complete list of HS Codes available in the database.
- To display more records or list, end users can click on either of the page numbers at the upper and lower right corner of list (*see figure1.1.3).*
- End users can move the scroll bar up and down to view th remaining records in the list of the active page number.

Figure 1.1.3 The HS Code List

- End users must click on the appropriate HS code or description from the list displayed.
- End users can clear the list displayed by clicking on the <Clear> button.

Table 1.1.4: New Application Form Specifications – Export Invoice Tab

Field	Description	Remarks
Export Invoice	Export invoice number (*max of 30 characters).*	End user must enter the Export Invoice Number in the field allocated.

Other Notes:

1.) To view Invoice details, click on the Export Invoices tab.

2.) To insert new invoice detail, click on either of the <New> buttons in the Export invoice form.

3.) To delete detail, click on the the delete icon.

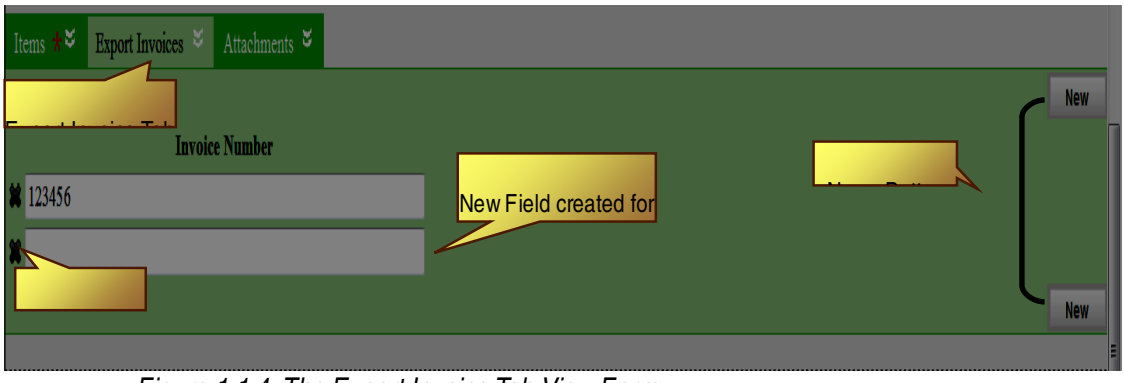


Figure 1.1.4: The Export Invoice Tab View Form

Table 1.1.5: New Application Form Specifications – Attachments Tab

Field	Description	Remarks
Attachments	*Export B/E, Import B/E, any other (for exporter's local inv ect)*	End user must upload the required supporting documents (*mandatory)*

Other Notes:

1.) To view attachment details, click on the Attachment tab.

2.) To attach new attachment, click on either of the <New> buttons in the Attachments Tab Form. A new field for the attachment will be created.

3.) Click on the <Browse> button located at the right side of the new field (*see figure 1.1.5).*

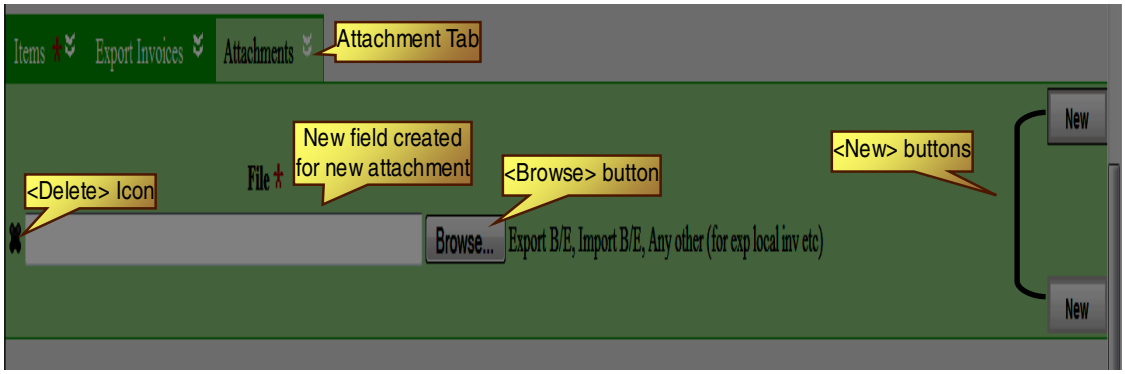


Figure 1.1.5: Attachment Tab View Form

4.) Upon clicking on the <Browse> button, the end user will be prompted to select the file which will be attached. The open dialogue box will appear (*see figure 1.1.6).*

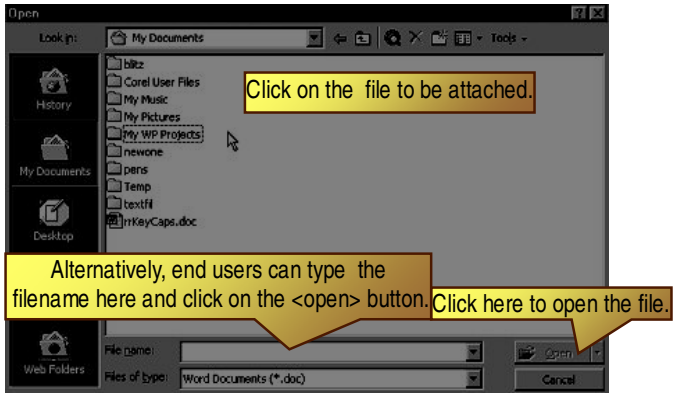


Figure 1.1.7: Attachment Tab - Open dialogue box

5.) The document's file name will be automatically inserted in the field allocated for the attachment.

Table 1.1.6: New Application Form Specifications – Declarations

Field	Description	Remarks
Export/ Import declaration information.	Options stating Export/import details.	Declaration options are listed on the application form *(See figure 1.1.1)*. (Mandatory)

Other Notes:

1.) End users must select the most appropriate declaration by clicking on the corresponding option.

2.) The selected declaration will be activated while the remaining options will be disabled.

3.) For end users who require the Second or Third declarations, the country from where the materials originated/ where the goods are originating must be specified in the field provided.

4.) For end users who require the Third declaration, the vessel's information must be specified in the field provided.

5.) If the declaration required is not in the list of the options available, end users must click on the option "Others" and indicate specific details in the field provided.

Table 1.1.7: New Application Form Specifications – Buttons

Button	Remarks
Submit	Sends the completed application form to the Chamber of Commerce for approval.
Save	Saves the application form created.

Other Notes:

1.) If end user clicks on the <Save> button, a message dialogue box will appear confirming that the application form created has been saved (*see figure 1.1.8)*.

Figure 1.1.8: New Application -Save Confirmation Box

1.2 List Application

- This option allows the end user to view the complete list of applications created with the corresponding application status.

1.) To view the List of Applications created, updated, submitted, processed and deleted click on the List application Option.

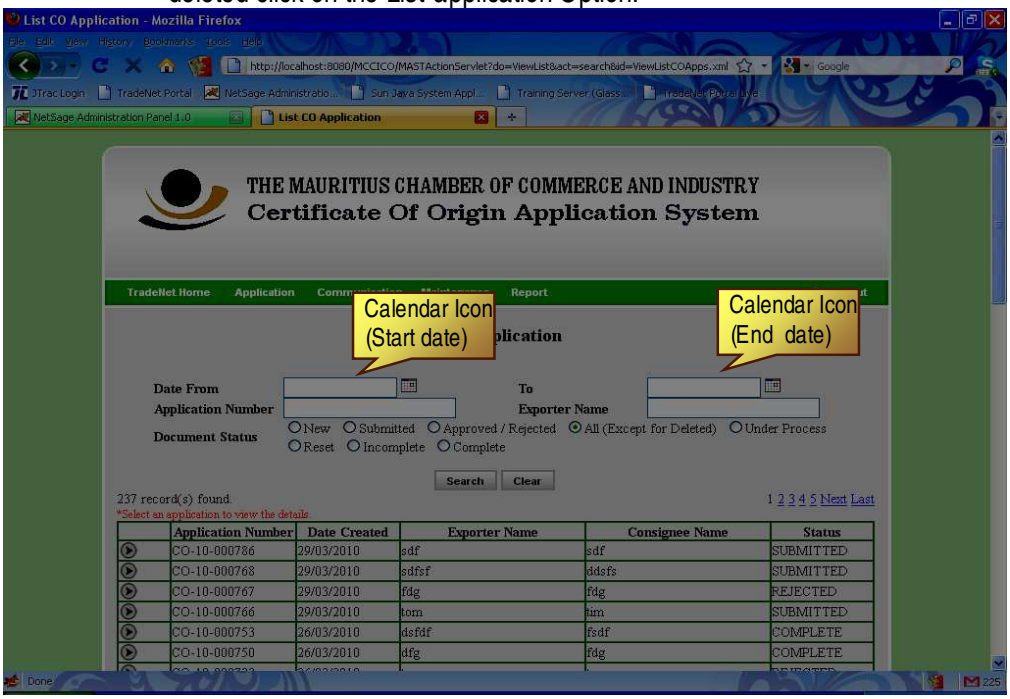


Figure 1.2.1: List Application View Screen

- End users can filter the list of applications that will be displayed by clicking on their preferred search criteria (*see figure 1.2.1).*

Details of the application form included in the list are as follows:

- Application Number
- Date (application was created)
- Exporter's name
- Consignee's name
- Status (new , submitted, approved/rejected)

Search Options:

- By date – end user can enter the specific period in the input box with format dd/mm/yyyy.

  - Alternatively end user can click on the calendar icon at the right hand side of the input box to retrieve the calendar (*see figure 1.2.1)*

  - This search criteria will display the list of applications that has been created/ submitted/ updated/ processed within the period specified period.

- By document status – This search criteria will display the list of applications that fully and partially match the selected document status.

  The document status options included are:

  New – displays new complete list of applications created.

  Submitted – displays the complete list of applications submitted.

  Approved/ Rejected – displays the complete list of applications that has been approved/rejected.

  All- displays the complete list of applications except for those that has been deleted.

  Deleted – displays the complete list of applications that has been deleted.

  Under process – displays all applications that re currently under process

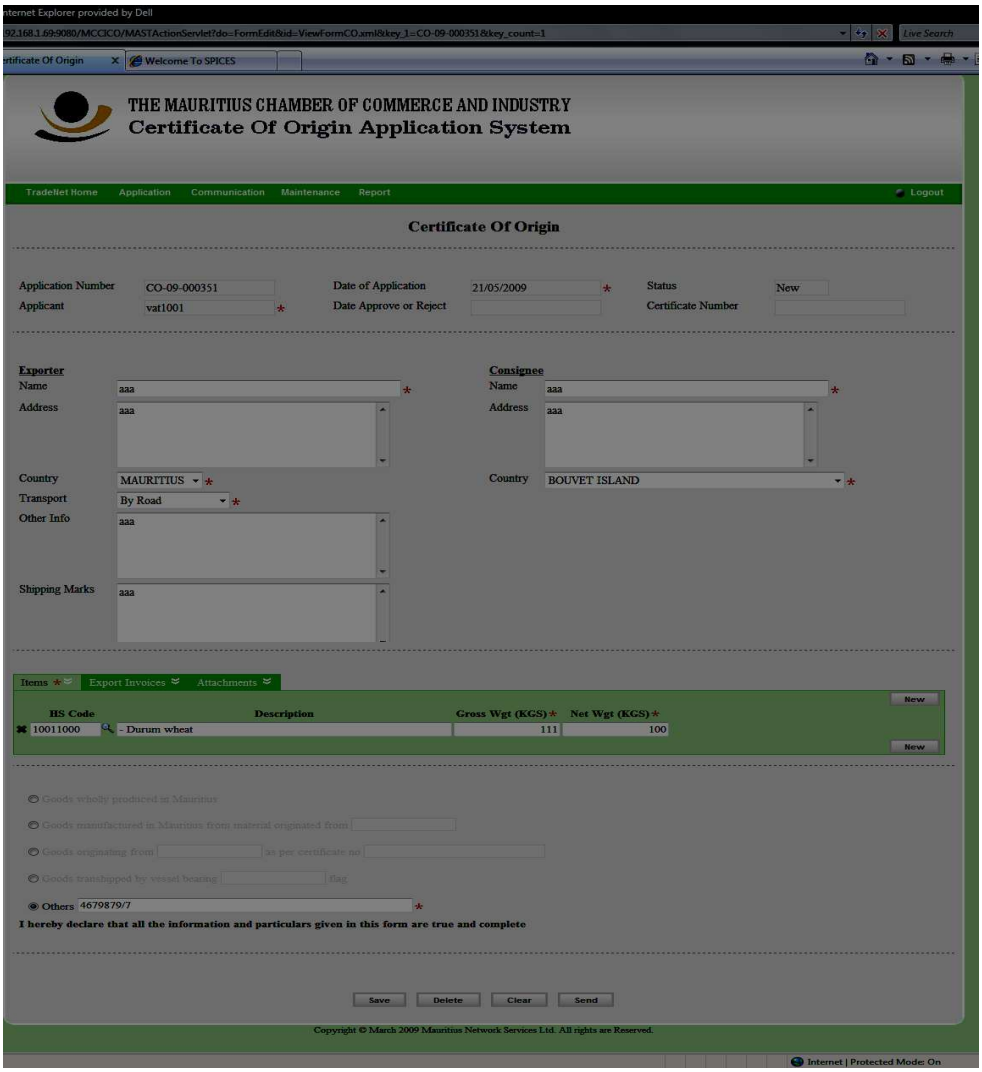
  Incomplete – displays all applications that are incomplete

  Complete – displays all applications that are complate

- By Application number – This search criteria will display the list based on their application numbers.

- By exporter name – This search criteria will allow the user to input the name of an exporter either fully or partially and will present results based on this input.

- Once end user clicks on the <Search> button, the screen will display the list of applications that fully and partially match the search criteria.



2.) End users can still edit the application retrieved from the list, except for the applications that has been approved or rejected. End user can click on the to display and update details of the selected application. *Figure 1.2.2: Edit Mode Application Form*

Note: *The* ***HEADER SECTION*** *of the application is set as non-editable (read only), end user can still edit the information which was initially provided in the* ***EXPORTER/ CONSIGNEE SECTION, CARGO DETAILS (tabs) AND DECLARATION SECTION.***

Command Buttons in the form retrieved for editing purposes are still the same as the command button s in the New application form (see figure 1.1.1) except that the following buttons were added:

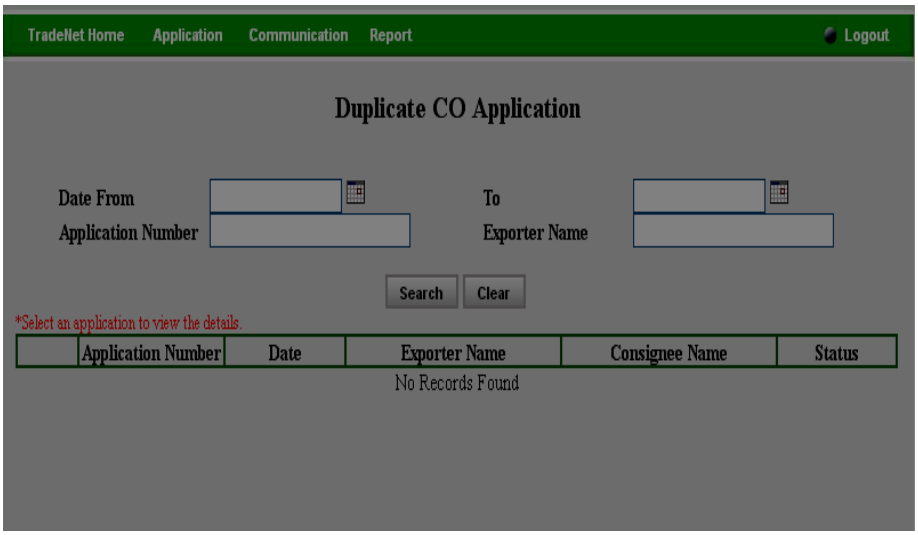
<Clear> - cancels the changes made.

<Delete> - deletes the record from the system.

1.3 Duplicate Application

- This option allows the end user to duplicate applications created with the following status: Complete, Submitted, Under Process, Approved, Rejected, Reset.

To duplicate an application which has one of the above status, go to "Application" and click on Duplicate Application. The screen below will



appear.

- End users can filter the list of applications that will be displayed by clicking on their preferred search criteria.

Details of the application form included in the list are as follows:

- Application Number
- Date (application was created)
- Exporter's name
- Consignee's name
- Status (complete , submitted, approved/rejected, reset, under process)

Search Options:

- By date – end user can enter the specific period in the input box with format dd/mm/yyyy.

  - Alternatively end user can click on the calendar icon at the right hand side of the input box to retrieve the calendar (*see figure 1.2.1)*

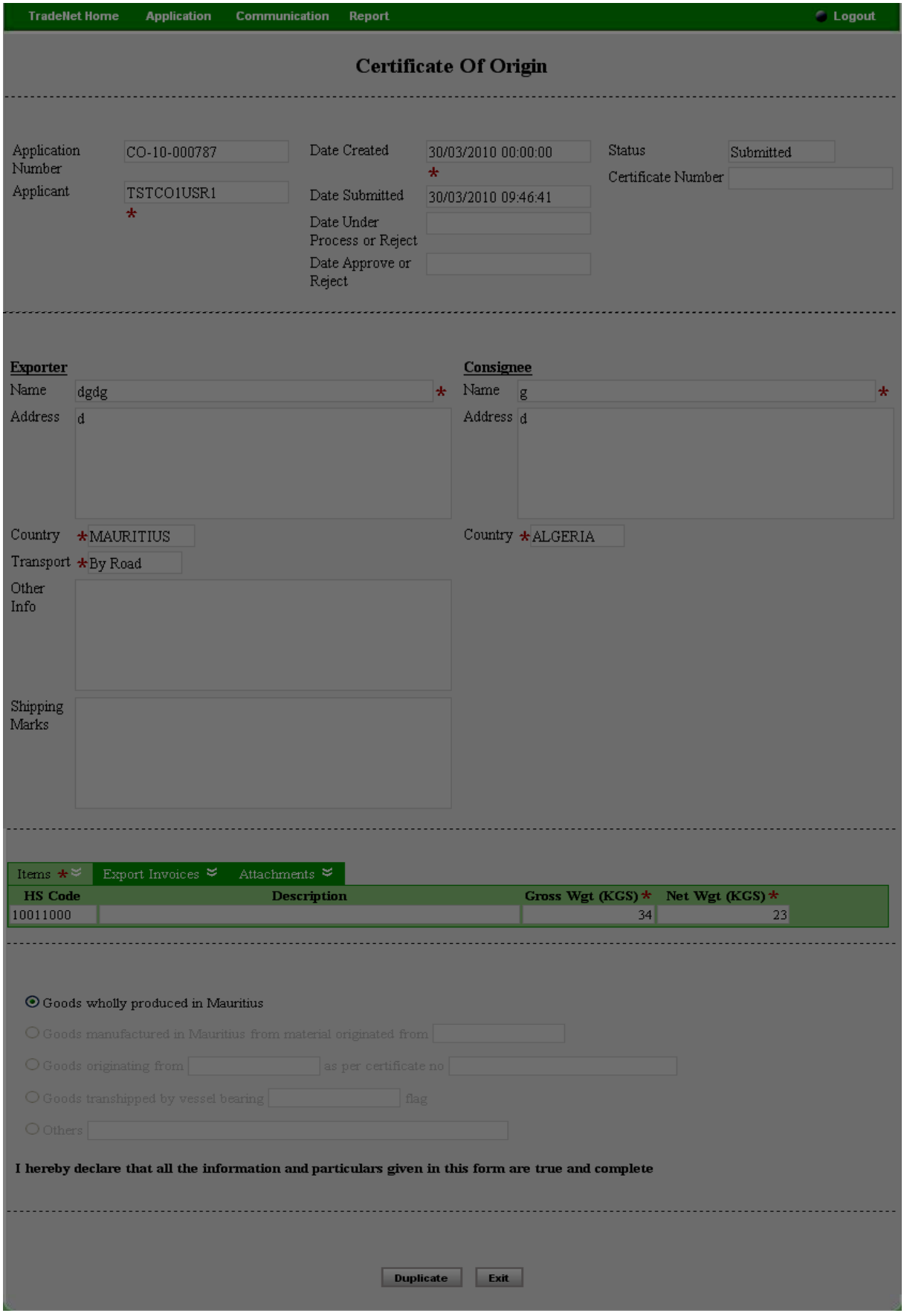
- This search criteria will display the list of applications that has been created/ submitted/ updated/ processed within the period specified period.

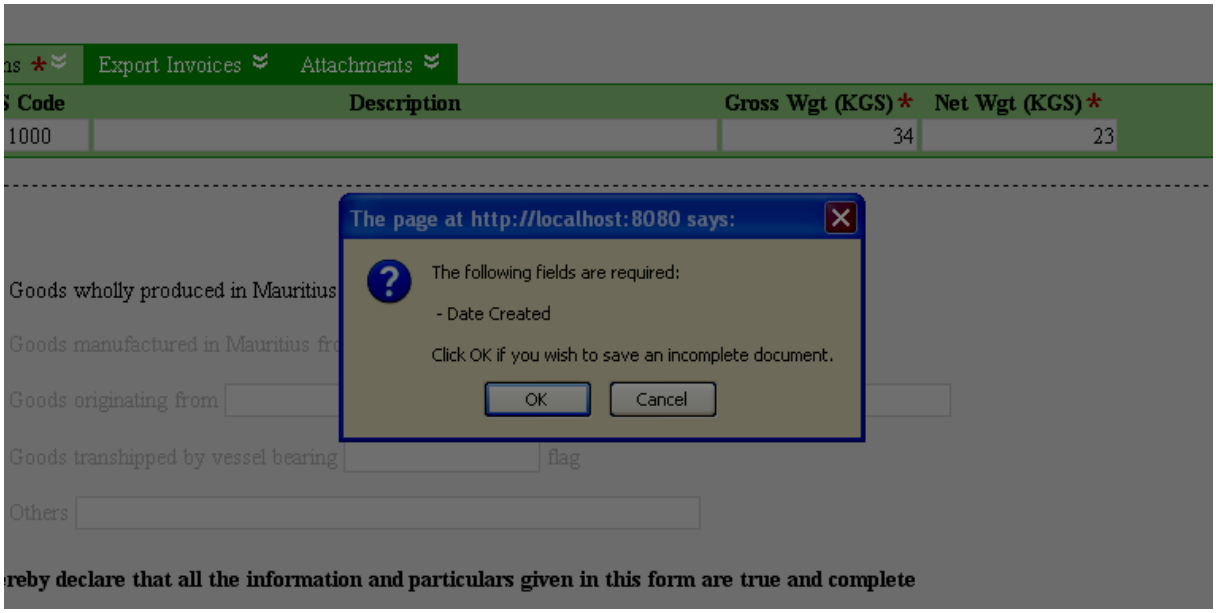
- By Application number – This search criteria will display the list based on their application numbers.

- By exporter name – This search criteria will allow the user to input the name of an exporter either fully or partially and will present results based on this input.

- Once end user clicks on the <Search> button, the screen will display the list of applications that fully and partially match the search criteria.

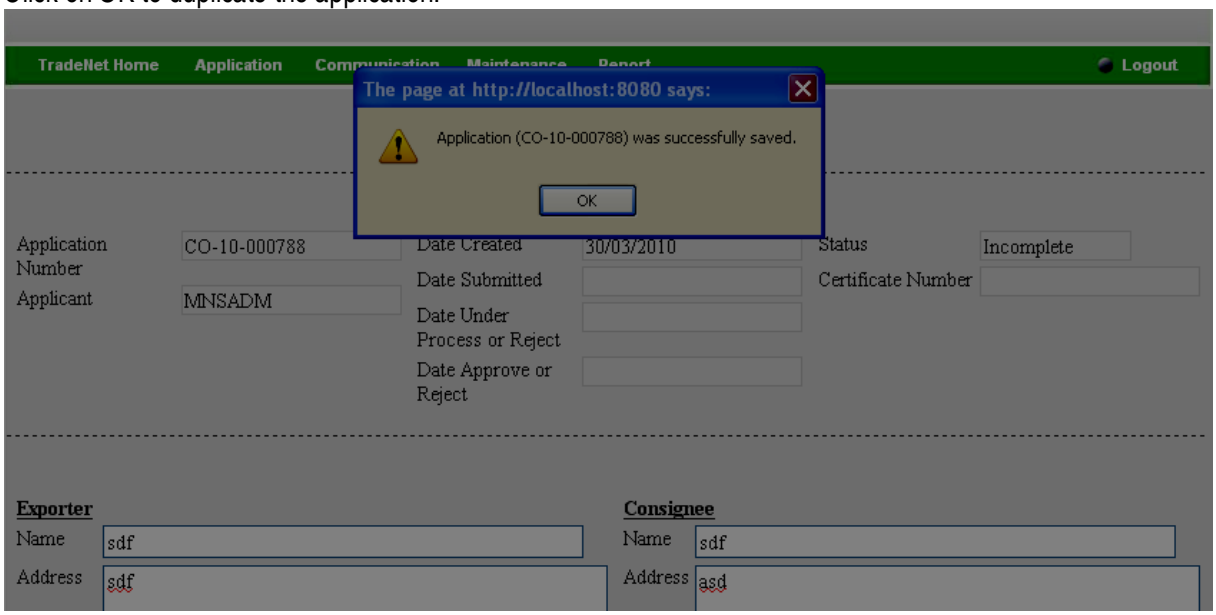
Once the user has identified the application to be duplicated and opened it, the following screen will be presented:


TradeNet Home
Application
Communication
Report
Logout
Certificate Of Origin
Application Number
CO-10-000787
Applicant
TSTCO1USR1
Date Created
30/03/2010 00:00:00
Date Submitted
30/03/2010 09:46:41
Date Under Process or Reject
Date Approve or Reject
Status
Submitted
Certificate Number
Exporter
Name
dgdg
Address
d
Country
MAURITIUS
Transport
By Road
Other Info
Shipping Marks
Consignee
Name
g
Address
d
Country
ALGERIA
Items
Export Invoices
Attachments
HS Code
Description
Gross Wgt (KGS)
Net Wgt (KGS)
10011000
34
23
Goods wholly produced in Mauritius
Goods manufactured in Mauritius from material originated from
Goods originating from
as per certificate no
Goods transhipped by vessel bearing
flag
Others
I hereby declare that all the information and particulars given in this form are true and complete
Duplicate
Exit



Click on the duplicate button. The following message will be displayed:

Click on OK to duplicate the application.



A message stating that the application has been saved successfully will be displayed.

Note that at this stage, a new application number has been created, the date created has been updated to the date at which the duplication is being made and the status has changed to incomplete.

Also note that the fields are now editable and users can make required changes in the application.

Then click on Save to save the application as complete. As a result users can now choose to send the application just as they have created a new one.

2. The Communication Menu

– This menu enables the end user to reset send status, display the log for applications that has been sent and received.

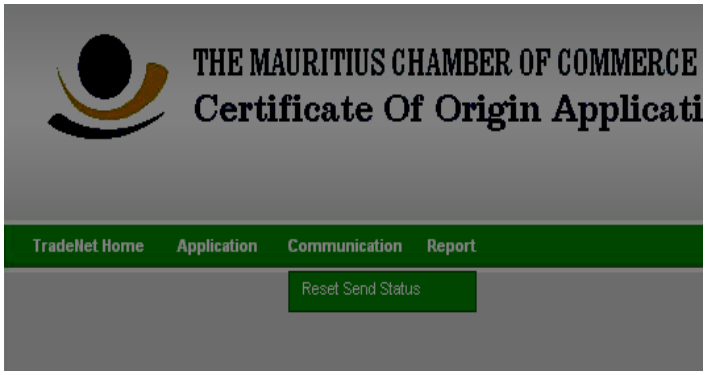


Figure 2.1: The Communication Menu

- End user can filter the list of applications to be displayed by indicating the period covered (date from and to) in the input boxes provided.

-To display the list of applications, click on the <Search> button. To clear the list displayed, click on the <Clear> button.

2.1 The Reset Send Status

– This enables the end user to reset the status of the application which was not succesfully submitted due to technical errors. This will display the accomplished application form as read only (non-editable) with the <Reset> button located at the bottom of the page.

- Once the end user clicks on the <Reset> button, the edit mode screen of the application will be displayed (see figure 1.2.2, Edit Mode-Application Form).

3. Reports

– In this menu end users can generate reports of the records processed. These includes applications summary, application details, HS code, package code, country code and transport code.

- End users can generate the reports with the following formats by selecting the appropriate command button:

- **<CSV>** - When clicked, the end user will be prompted by the web browser to save or find a program online to open the report.(see figure 3.1).

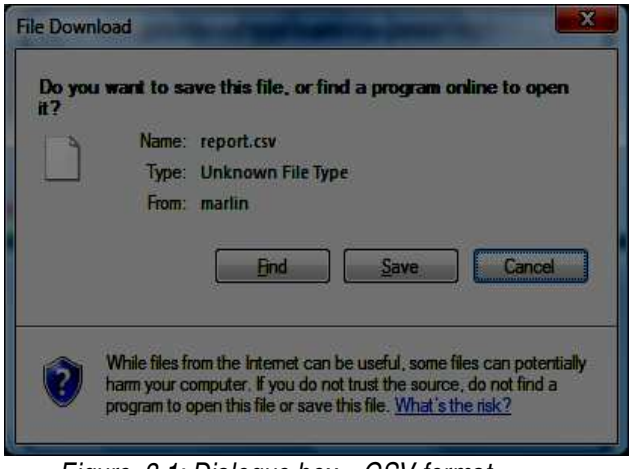
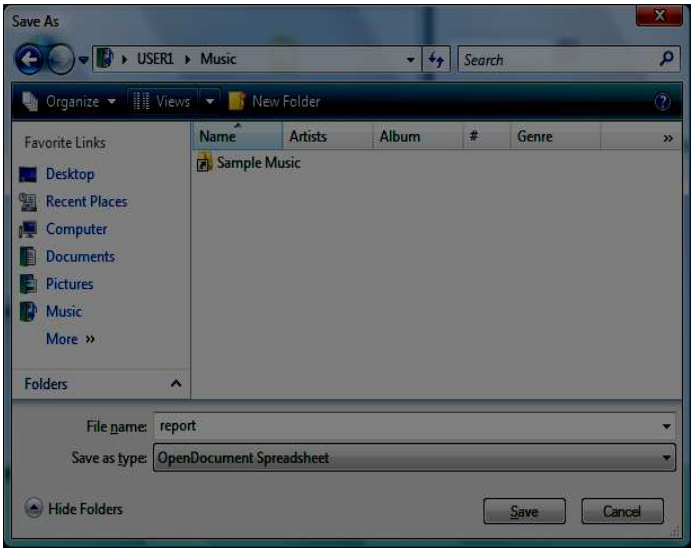

File Download
Do you want to save this file, or find a program online to open it?
Name: report.csv
Type: Unknown File Type
From: marlin
Find
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not find a program to open this file or save this file. What's the risk?

Figure 3.1: Dialogue box – CSV format

a.) If end user clicks on <Find> button, the system will open a new window to allow the end user find a program online to open the report.

b.) If end user clicks on <Save> button the Save Dialogue box will appear to allow the end user access the location where to save the

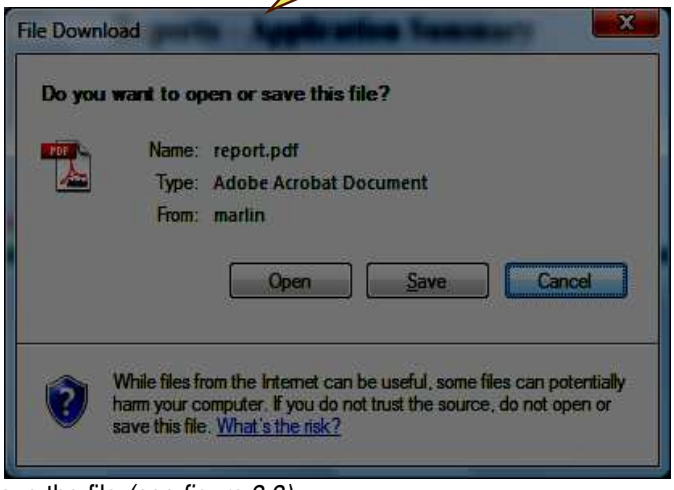


report (see figure 3.2).

Figure 3.2: Save Dialogue Box - CSV

- Upon selecting the preferred location, end user must click on the <Save> button.

- **<PDF>** - When clicked, the user will be prompted by the browser to open or

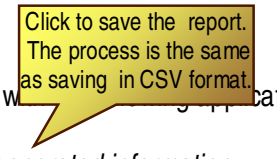

Select file location
File Download
Do you want to open or save this file?
Name: report.pdf
Type: Adobe Acrobat Document
From: marlin
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

save the file *(see figure 3.3).*

Figure 3.3: Dialogue Box – PDF

- **<Preview>** - When clicked, will display the required report.

3.1 The Application Summary



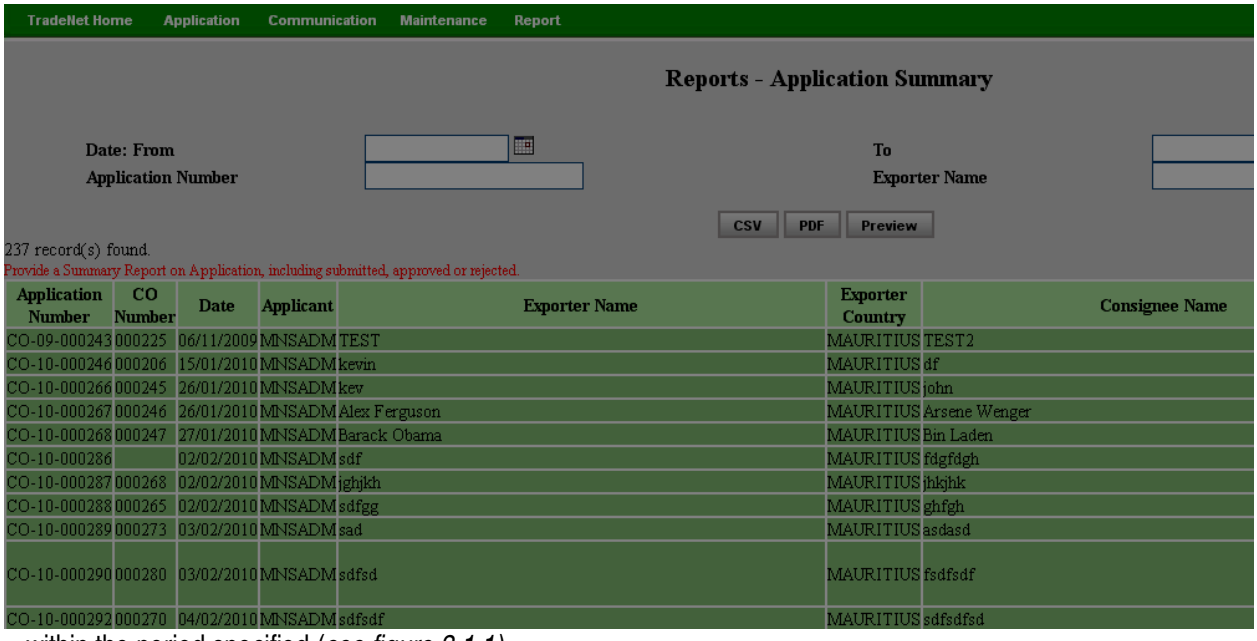
- This report d pplications created w cation details:

- *Application Number – this is a system generated information.*

- *CO Number - this is a system generated information.*

- *Date – date when the application was created, modified or processed.*
- *Applicants – refers to the User ID of the applicant.*
- *Exporter's Name – refers to the name of the person or firm who is exporting the cargo to another country.*
- *Exporter's Country – The country where the Exporter of the cargo is located.*
- *Consignee's Name - The person or company whose name is on a bill of lading as the recipient of a shipment.*
- *Consignee's Country – The country where the Consignee of the cargo is located.*
- *Transport – type of transport used in the movement of cargo.*
- *Status – this refers to the status of the application.*

If end user indicates the start date and end date, application number and exporter name in the input boxes provided and clicks on the <Search> button, the system will display the summary of all the records created



Application Number	CO Number	Date	Applicant	Exporter Name	Exporter Country	Consignee Name
CO-09-000243	000225	06/11/2009	MNSADM	TEST	MAURITIUS	TEST2
CO-10-000246	000206	15/01/2010	MNSADM	kevin	MAURITIUS	df
CO-10-000266	000245	26/01/2010	MNSADM	kev	MAURITIUS	john
CO-10-000267	000246	26/01/2010	MNSADM	Alex Ferguson	MAURITIUS	Arsene Wenger
CO-10-000268	000247	27/01/2010	MNSADM	Barack Obama	MAURITIUS	Bin Laden
CO-10-000286		02/02/2010	MNSADM	sdf	MAURITIUS	fdgfdgh
CO-10-000287	000268	02/02/2010	MNSADM	jghjkh	MAURITIUS	jhkjhk
CO-10-000288	000265	02/02/2010	MNSADM	sdfgg	MAURITIUS	ghfgh
CO-10-000289	000273	03/02/2010	MNSADM	sad	MAURITIUS	asdasd
CO-10-000290	000280	03/02/2010	MNSADM	sdfsd	MAURITIUS	fsdfsdf
CO-10-000292	000270	04/02/2010	MNSADM	sdfsdf	MAURITIUS	sdfsdfsd

within the period specified (*see figure 3.1.1).*

Figure 3.1.1: Application Summary

3.2 The Application Detail

- This option allows the end user to view the summary of Application with the specific cargo details (*see figure 3.2.1)*. These details include:

- Application Number
- CO number
- Status
- HS code – refers to the assigned Harmonized System Code.
- Description – This refers to the type of cargo being shipped.
- Gross Weight – this refers to the total weight of the cargo including the container.

- The process of filtering the records to be displayed is the same as the process in Application Summary.

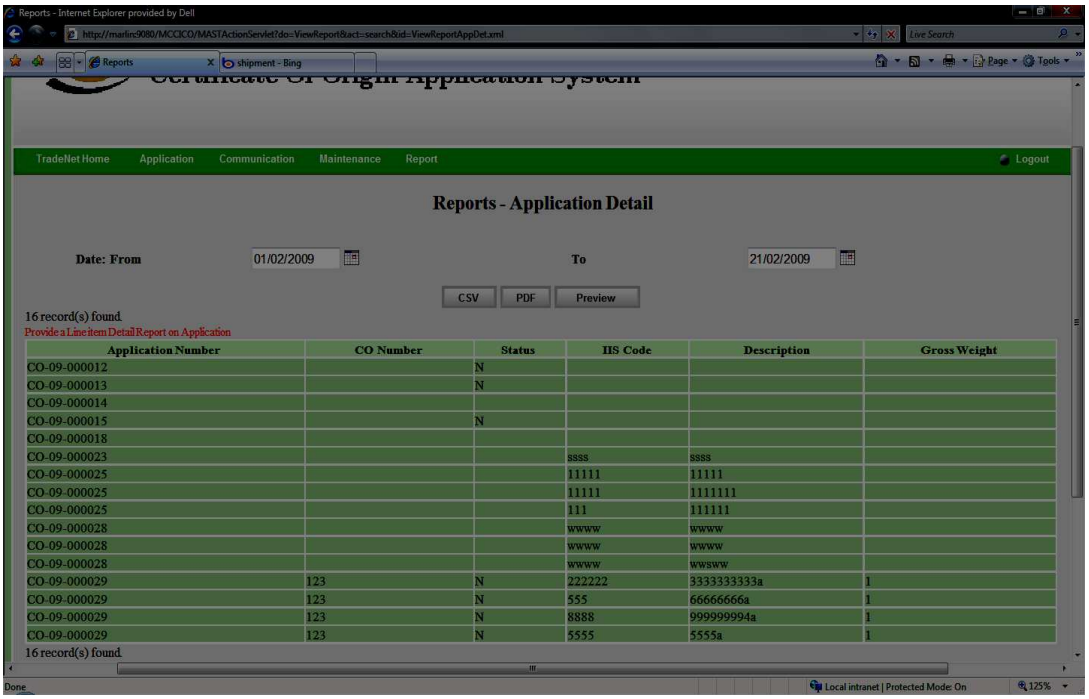
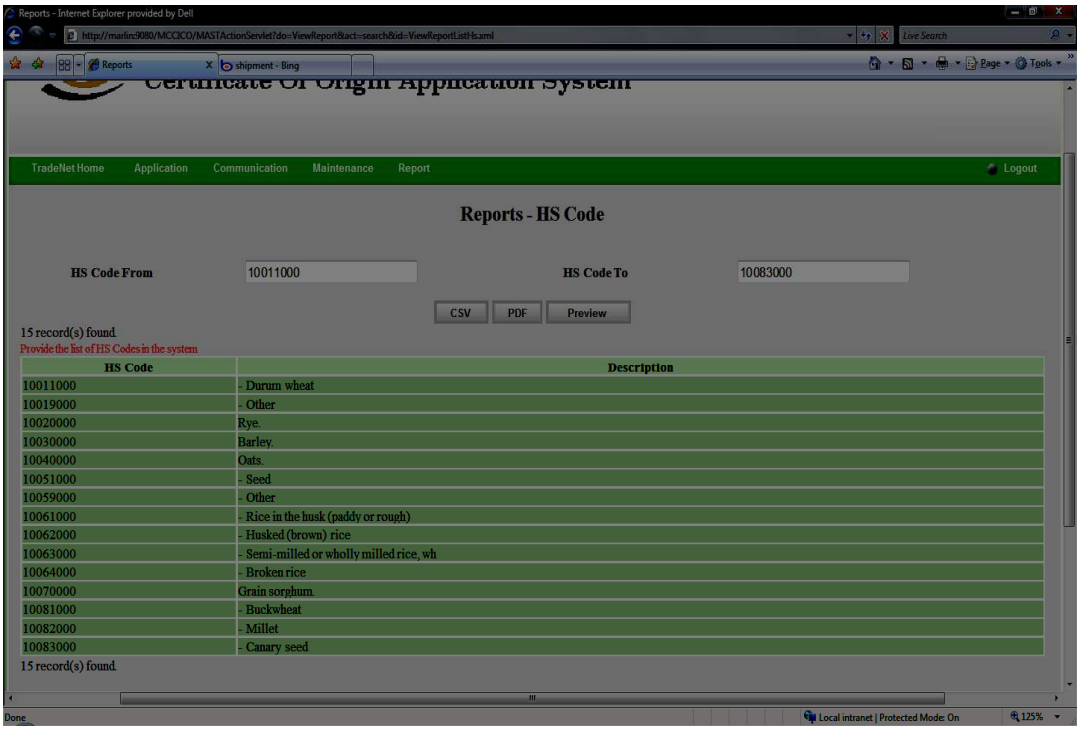

TradeNet Home
Application
Communication
Maintenance
Report
Logout
Reports - Application Detail
Date: From
01/02/2009
To
21/02/2009
CSV
PDF
Preview
16 record(s) found.
Provide a Line item Detail Report on Application
Application Number | CO Number | Status | HS Code | Description | Gross Weight
CO-09-000012 | | N | | |
CO-09-000013 | | N | | |
CO-09-000014 | | | | |
CO-09-000015 | | N | | |
CO-09-000018 | | | | |
CO-09-000023 | | | ssss | ssss |
CO-09-000025 | | | 11111 | 11111 |
CO-09-000025 | | | 11111 | 1111111 |
CO-09-000025 | | | 111 | 111111 |
CO-09-000028 | | | wwww | wwww |
CO-09-000028 | | | wwww | wwww |
CO-09-000028 | | | wwww | wwsww |
CO-09-000029 | 123 | N | 222222 | 3333333333a | 1
CO-09-000029 | 123 | N | 555 | 66666666a | 1
CO-09-000029 | 123 | N | 8888 | 999999994a | 1
CO-09-000029 | 123 | N | 5555 | 5555a | 1
16 record(s) found.

Figure 3.2.1: The Application Detail Report

3.3 The HS Code, Package Code, Country Code and Transport Code Reports

- End user can generate the complete list of codes required by selecting the corresponding option from the Reports menu.

- To generate the complete list of codes (e.g. Package Code,HS Code, Country Code,



Transport Code), simply click on the button corresponding to the view format preferred.

- End user can filter the report to be generated by indicating the appropriate Code from (where the search process starts) and Code to (where the search process ends) in the input boxes provided (*see figures 3.3.1 to 3.3.4).* *Figure 3.3.1: The HS Code Report*

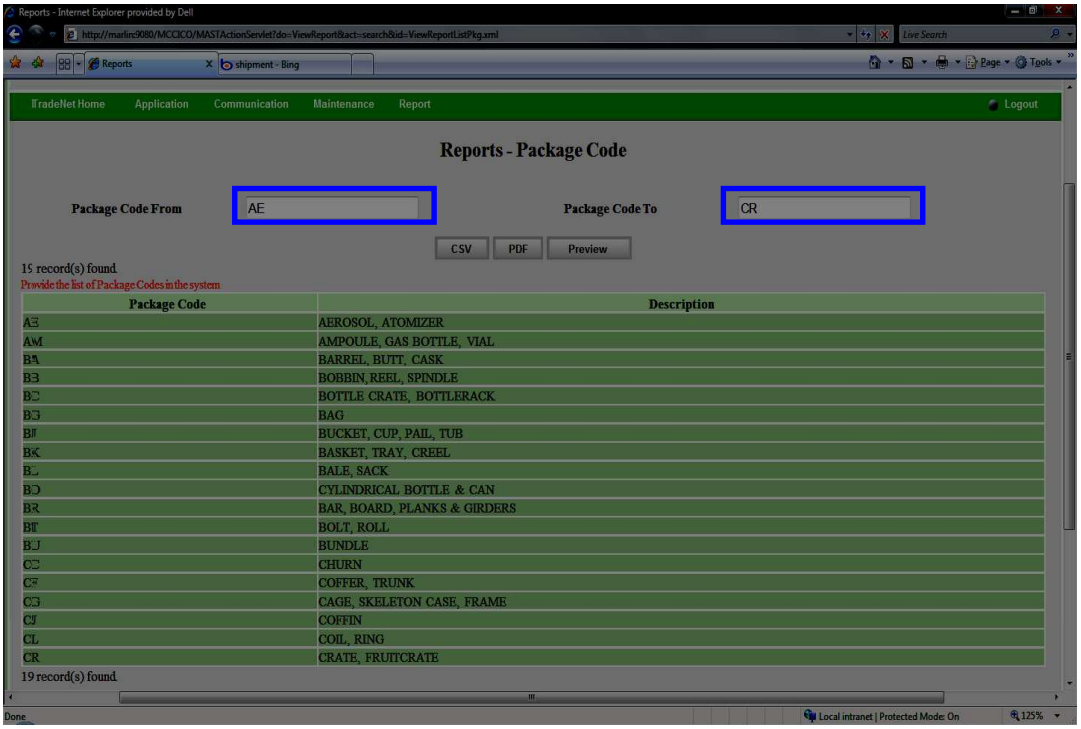


Figure 3.3.2: The Package Code View Report

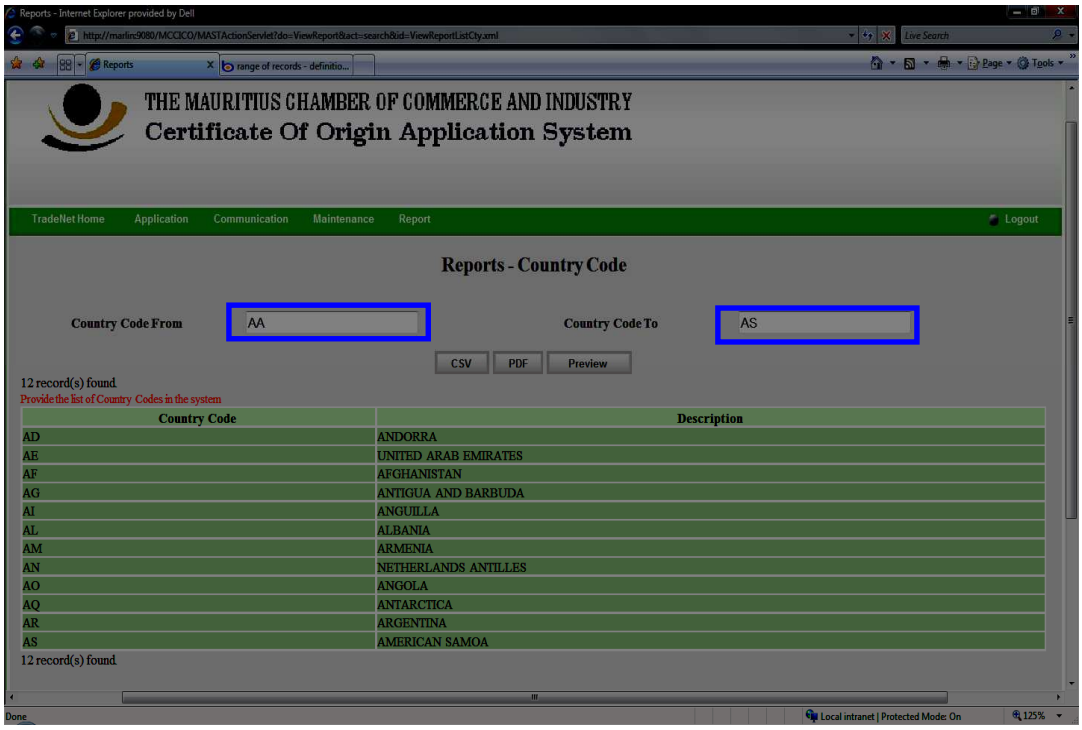


Figure 3.3.3: The Country Code View Report

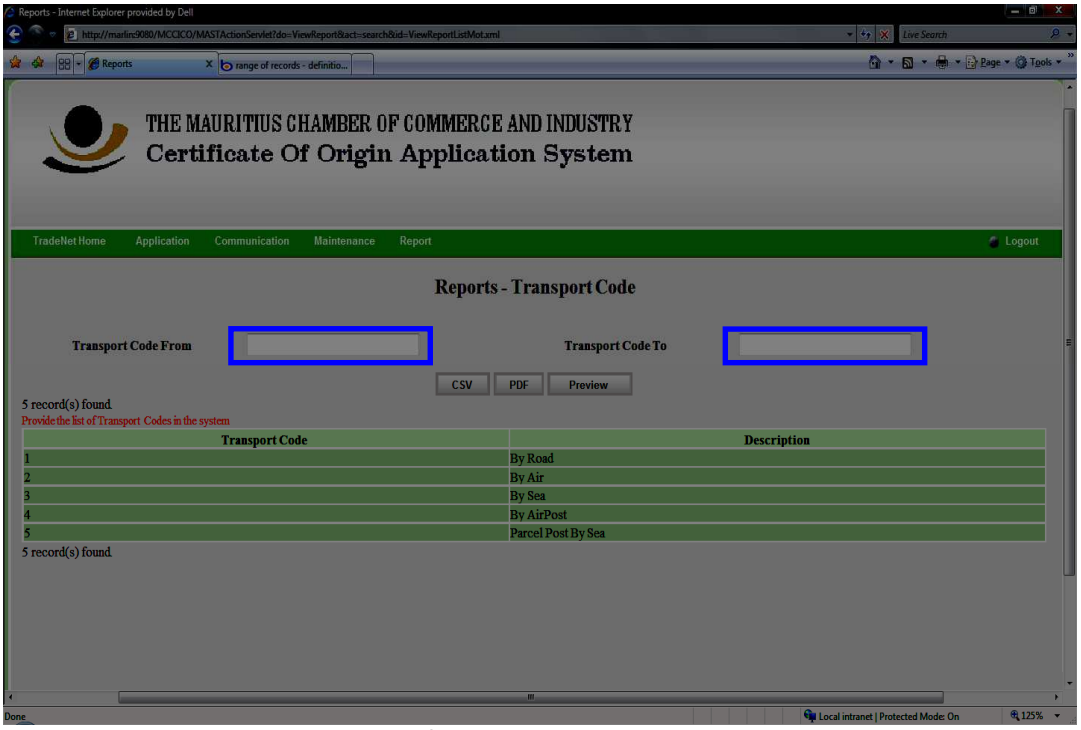
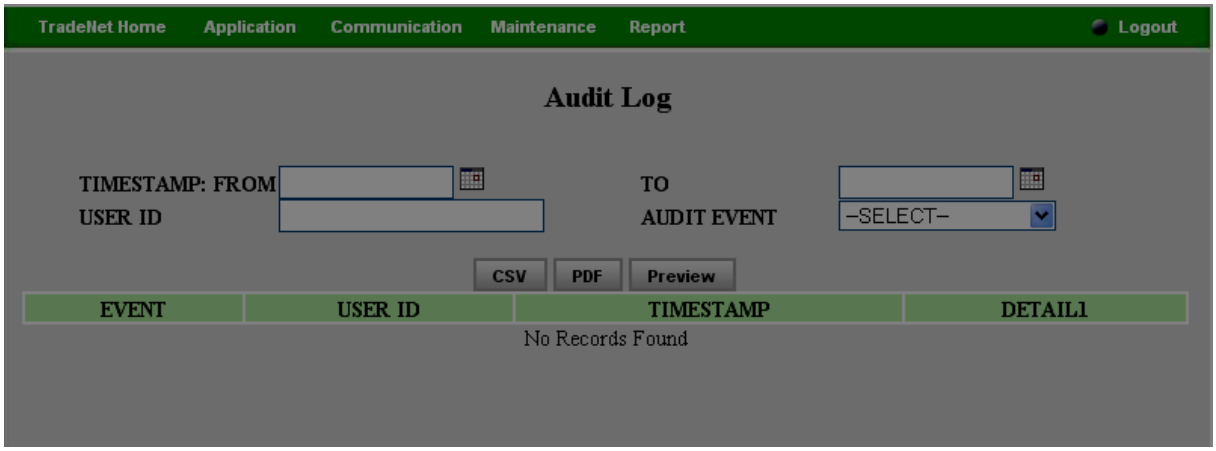


Figure 3.3.4: The Transport Code View Report

3.4 Audit Log

Users can view their audit trail on this menu. This is shown in the screen below:



Users can select the required event such as “Create”, “Update”, “Send”,”Approve”,”Reject”